

# How to set up external transfers

Follow these steps to set up a transfer to or from an account at a different financial institution in our Online Banking. An external account must be set up in Online Banking first in order to use this feature. Money being moved to or from an external account can take between 2-5 business days to process.

1. Log in to Online Banking and click **Move Money**.
2. In the **New Transfer** window:
  - Choose the account to transfer **From**.
  - Choose the account to transfer **To**.
  - Enter the **amount** you want to transfer .
  - Choose when to **Send transfer**. You can choose between **Now** or **Scheduled**.
  - Choose when it **Occurs**, a **Starts on** date, and an **Ending**.
  - Enter in a **memo** (if applicable).
3. Click **Review**.
4. If all the information is correct, click **Confirm**. If not, click **Edit** to make any necessary changes or **Cancel** altogether.
5. A confirmation screen will appear.

